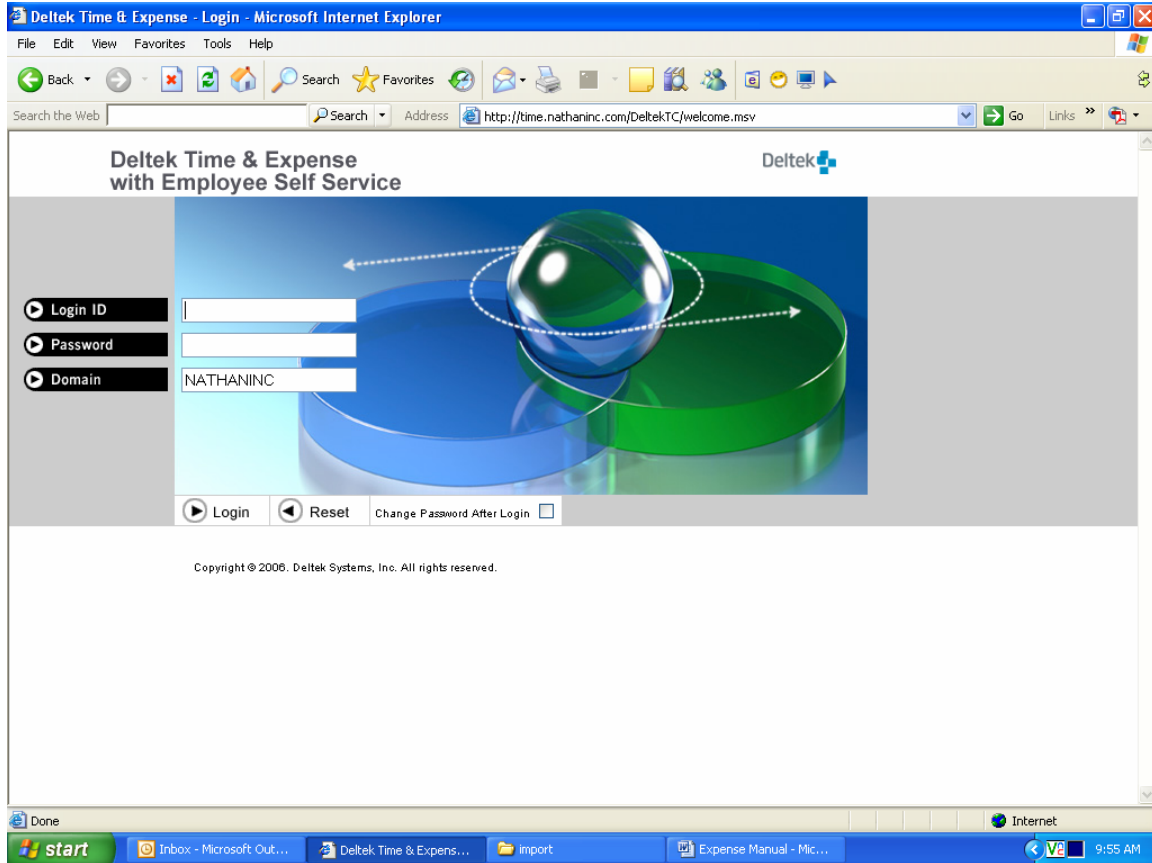


Associate Expense Report User Guide



NATHAN
ASSOCIATES INC.

Deltek Expense is a web-based expense report system and can be accessed on any computer connected to the internet. Users will use the same link as for Electronic Timesheet system, <http://time.nathaninc.com>, using the same Login ID, Password and Domain.



I. Expense Authorization

The designated Project Coordinator will complete your expense authorization. If there are any changes required to the expense authorization, please coordinate with your Project Coordinator.

II. Create Expense Report

Steps to create expense report:

Select 'Expense Report' tab, click 'New' to start a new expense report.

The screenshot shows the 'Expense Report' form in the Deltek Time & Expense web application. The left sidebar contains a list of navigation links: Timesheet, Expense Authority, Expense Report, Work Schedule, Configuration, General Setup, Time Setup, Expense Setup, Batch Expenses, Personnel, Charge Trees, Inquiries/Reports, Interfaces, Processes, Utilities, and Preferences. A callout bubble with the text 'Click Here' points to the 'Expense Report' link. The main form area contains fields for Report, Type, Description, Employee, Class, Charge, and Purpose. There are also fields for Revision No, Report Status, Receipt Status, Report Date, From, To, and Amount Over Ceiling. A table at the bottom lists various expense categories: Date, PLANE, TAXI, TOLLS, CAR RENTAL, EXCESS BAG, TELECOMM, LODGING, and Total (USD). The bottom of the screen shows the Windows taskbar with the Start button and several open applications.

Click 'Next' twice to go to "General Information" screen.

Expense Report

Please provide general information about expense report below.

General Information

Expense Report Date: Jan 30, 2008

Expense Report Type: INTL TRAVEL (PER DIEM)

Authorization: EA00000170

From: Dec 16, 2007 ☒ First Day of Trip

To: Dec 20, 2007 ☒ Last Day of Trip

Country: CAMBODIA

City: PHNOM PENH

Short Description: H901-300

Purpose: Attended and participate in the AHSOM 8 MEETING IN PHNOM PENH AND BRIEF THE US

Help Next > Cancel

Add	DESCRIPTION	AMOUNT	DATE	STATUS	REMARKS	TOTAL
Add	CAR RENTAL					45.00
Add	EXCESS BAGGAGE					0.00
Add	TELECOMMUNICATIONS	5.00				18.04
Add	LODGING	80.00	80.00			320.00
Add	MEALS	57.00	76.00			342.00
Add	MEDICAL EXAM					0.00
Add	MILEAGE					0.00

The General Information Screen contains:

Expense Report Date – The default is today’s date.

Expense Report Type – Use the drop-down menu to select the expense report type.

Authorization – Use drop-down menu to select the authorization request that is related to the expense report.

From, To, Short Description, Purpose, Country, City fields will be automatically populated with selected expense authorization.

Cash Advance Details Screen

Deltek Time & Expense - Expense Report - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites RSS Print Mail News Groups Feeds Address Book

Search the Web Search Address <https://email.nathaninc.com/DeltekTC/TimeCollection.msv> Go Links

Expense Report

F01 NATHANINC

Timesheet
Expense Authori...
Expense Report
Work Schedule
Configuration
General Setup
Time Setup
Expense Setup
Batch Expenses
Personnel
Charge Trees
Inquiries/Reports
Interfaces
Processes
Utilities
Preferences
Contact Us

You have the following outstanding cash advances. Please select advances you wish to apply to this expense report.

Cash Advance Details

<input type="checkbox"/>	Date	Reference Number	Amount (USD)
<input checked="" type="checkbox"/>	Sep 14, 2006	CK#007	2500.00
Total Advance			2500.00

Help < Back Next > Cancel

Date	Add PLANE	Add TAXI	Add TOLLS	Add CAR RENTAL	Add EXCESS BAG	Add TELECOMM	Add LODGING	Total (USD)
Total								
							[-] Company-Paid	
							[-] Advance	
							[-] Personal	
							[-] Non-Reimbursable	
							[-] Payment Received	
							Due Employee	

Signature

Approval

Done

start | Inbox - Microsoft Out... | Deltek Time & Expens... | Expense Manual - Mic... | Internet | 2:34 PM

If you have been approved for a cash advance, it will show on this screen. Click 'Next' to proceed if you don't have cash advance.

Charge Allocations

Use this screen to apply appropriate charge accounts and percentages on each expense and then click 'Save' to save the entry.

Deltek Time & Expense - Expense Report - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Search the Web Search Address https://email.nathaninc.com/DeltekTC/TimeCollection.msv Go Links

Expense Report

TRAINING > Charge Allocation

Please distribute the expense below.

Allocate By: Expense Portion:

	1	2				
	100.00	180.00	Education Travel - Allowances	C041-100	CROATIA ESP	
	0.00	0.00	INDIRECT	7401-110	TRAVEL GEN'L	

Under-Ceiling Expense

Help Add Allocation < Back Save Cancel

	Category	Fri Sep 15, 2006	Sat Sep 16, 2006	Sun Sep 17, 2006			Total (USD)
Add	PLANE						0.00
Add	TAXI			1.84			1.84
Add	TOLLS			45.20			45.20
Add	CAR RENTAL	128.06					128.06
Add	EXCESS BAGGAGE			3.49			3.49
Add	TELECOMMUNICATIONS			1.52			1.52
Add	LODGING	200.00	200.00				400.00
Add	MEALS						0.00
Add	MEDICAL EXAM						0.00
Add	MILEAGE						0.00
Add	OTHER						0.00
Add	TRAVEL						0.00
Add	TRAINING						0.00

start | Inbox - Microsoft O... | Deltek Time & Expe... | My Questions - Micr... | Impromptu | Expense Manual - M... | 11:52 AM

Submit Receipts

Expense Report

The following expenses require receipts. For each expense, please indicate whether you are submitting a receipt or not. For receipts that you are not submitting, you will need to provide an explanation.

Have Receipt	Missing Receipt	Exp ID	Category/Expense Type	Amount	Currency	Explanation
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2	CAR RENTAL/CAR RENTAL	800.00	USD	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	TELECOMM/TELEPHONE	20.00	USD	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	4	OTHER/OTHER COSTS	12.80	USD	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5	MEALS/MEALS - PER DIEM	49.50	USD	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	6	COPIES/DUP/REPORTS	20.00	USD	

Receipt Information

Help < Back Next > Cancel

Add	Category	Amount	Currency	Receipt	Explanation	Total
Add	CAR RENTAL	800.00	USD			800.00
Add	EXCESS BAGGAGE					0.00
Add	TELECOMMUNICATIONS	20.00	USD			20.00
Add	LODGING					0.00
Add	MEALS	49.50	USD			49.50
Add	MEDICAL EXAM					0.00
Add	MILEAGE					0.00
Add	OTHER					0.00

Use this screen to check off receipt(s) before submitting the expense report. For item(s) that don't have supporting receipt(s), you will be prompted to provide an explanation for missing receipt(s). Print the summary page of the expense report and along with all original receipts, send to your designated Project Coordinator at Nathan-HQ for a payment reimbursement to be processed.

III. Search Option

If you want to search for an existing expense report/authorization click **‘Search’**. You can search an expense authorization or expense report for ‘Self’.

IV. Print Option

Click **‘Print’** to print the expense report(s).

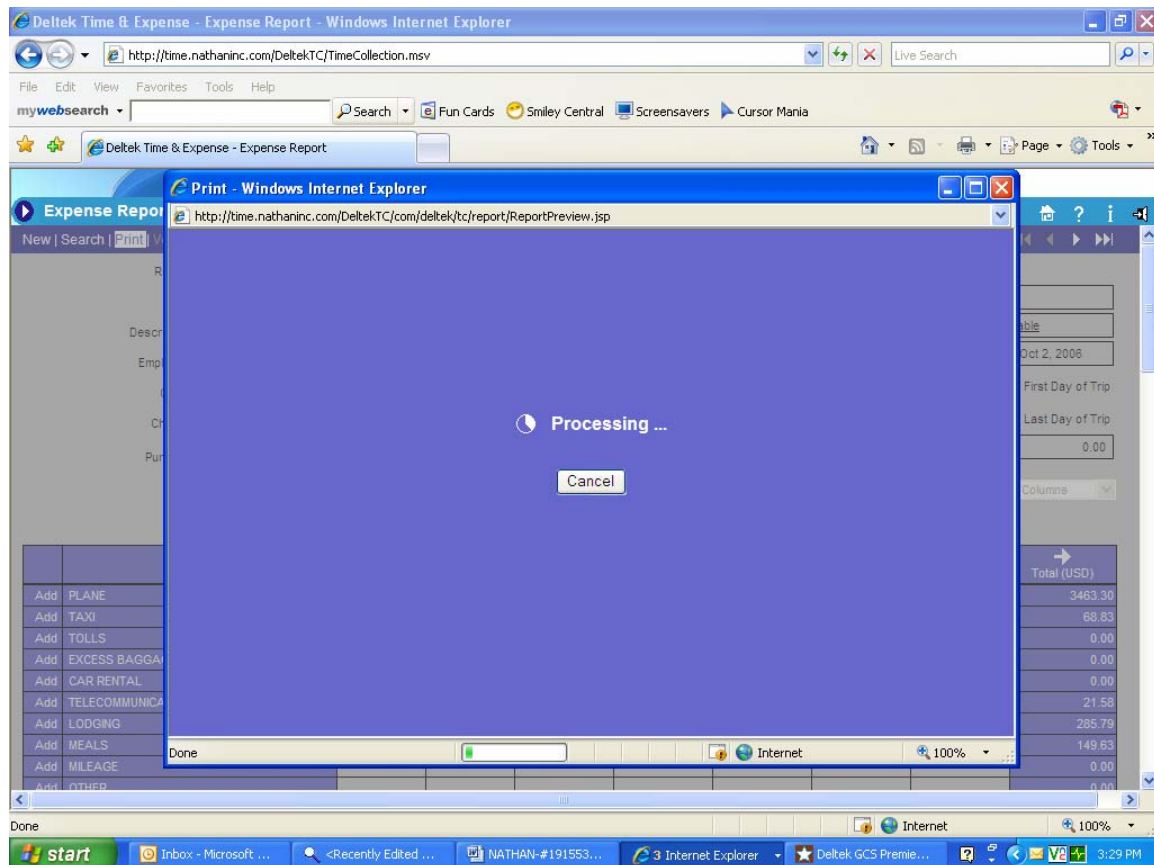
Print options include:

- Expense Report Summary
- Expense Report Detail
- Receipt Traveler

The screenshot displays the Deltek Time & Expense web application in a Microsoft Internet Explorer browser. The main window shows an 'Expense Report' form for user F01 NATHANINC. The form includes fields for Report Number (ER00000002), Authorization, Revision No (0), Report Status (Under Review), Receipt Status (Pending), Report Date (Sep 15, 2006), From (Sep 15, 2006), To (Sep 15, 2006), Amount Over Ceiling (0.00), and Layout (Date Columns). A 'Print' dialog box is open in the center, showing options to print the Expense Report Summary, Expense Report Detail (which is selected), or Receipt Traveler. The background shows a table of expenses with columns for Description, Amount, and Total (USD). The table lists various expenses such as PLANE, TAXI, TOLLS, EXCESS BAGGAGE, CAR RENTAL, TELECOMMUNICATIONS, LODGING, MEALS, MEDICAL EXAM, MILEAGE, OTHER, and TRAINING, with their respective amounts and totals.

Description	Amount	Total (USD)
PLANE	380.00	380.00
TAXI	35.00	35.00
TOLLS	50.00	50.00
EXCESS BAGGAGE	380.00	380.00
CAR RENTAL	125.25	125.25
TELECOMMUNICATIONS	80.25	80.25
LODGING	0.00	0.00
MEALS	82.00	82.00
MEDICAL EXAM	0.00	0.00
MILEAGE	0.00	0.00
OTHER	118.00	118.00
TRAINING	0.00	0.00

Wait for a few seconds for the system to generate the layout. Click 'Print' to print the page.



V. Void Option

Display the expense authorization/report you want to void, click 'Void.' The status of expense authorization/report will then display as 'Voided' in the 'Authorization/Report Status' field located at the upper right-hand corner of the Expense Authorization/Report screen.

Expense Authorization

Authorization: EA00000029 Type: INTL TRAVEL (PER DIEM) Revision No: 1

Expense Report ID: Authorization Status: Voided

Description: ARGENTINA-INTL Cash Advance Status: Approved

Employee: Administrator, Admin A. (ADMIN) Authorization Date: Sep 11, 2006

Class: Headquarters From: Sep 11, 2006

Charge: C037-000 To: Sep 12, 2006

Purpose: ARGENTINA-INTL Advance: 2220.00

Add	ID	Category	Expense Type	Charge	Location	Start Date	End Date	# of Units	Comments	Estimate (USD)
	1	OTHER	PREP & ENROUTE ALLOWANCE	Default		Sep 12, 2006	Sep 12, 2006	0		150.00
Total										150.00

Signature: Administrator, Admin A. (ADMIN)

Approval:

Show Supporting Schedules

VI. Want To View The Status of Entire Report?

Click on '**Show Supporting Schedules**' (located at the center of main screen) to expand it. The available schedules include some of the following:

- Charge Allocation Schedule
- Company-Paid Schedule
- Non-Reimbursable Schedule
- Over-Ceiling Schedule
- Receipt Status Schedule
- Report Status Schedule
- Revision Schedule
- Voucher Distribution Schedule

VII. Need Assistance

Contact your Project Coordinator for expense report assistance.